Test Security Agreement Guidance
2014-2015

Purpose

All districts are required, by state regulation, to administer the statewide assessments described in 4 AAC 06.710. Test Security Agreements (TSAs) affirm that all testing staff are knowledgeable of, and agree to follow, the procedures of both the Alaska Department of Education & Early Development and the test publishers.

Audience

All teachers are required, by state regulation, to administer state assessments in a secure and fair manner that provides all students with the opportunity to demonstrate their knowledge, skills and abilities. 20 AAC 10.020 (c)(3), Code of Ethics and Teaching Standards.

All district staff that supervise, administer, or assist with the assessment process described in 4 AAC 06.710 are entrusted with the security of test materials.
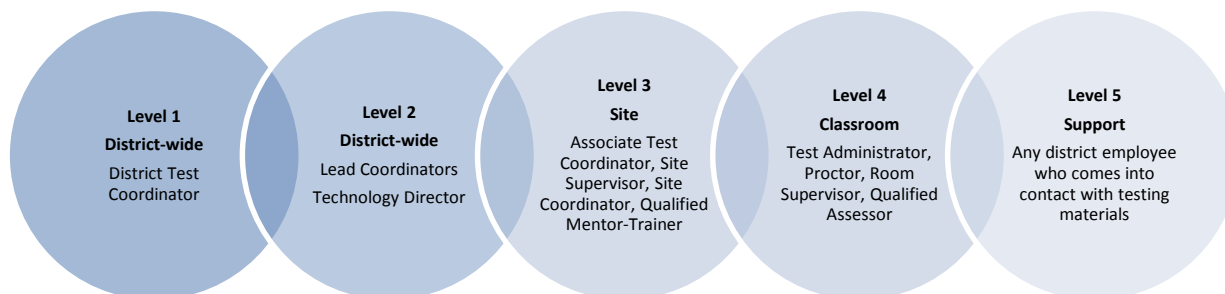
Assessments

The statewide student assessment system is composed of:

Alaska State Regulation	Name of Current Assessment
4 AAC 06.710 1-7	
A standards-based test to measure student attainment of the performance standards adopted by reference in 4 AAC 04.150.	Alaska Measures of Progress (AMP) Grades 3-10
An alternate assessment under 4 AAC 06.775(b).	The Alaska Alternate Assessments (AA)
Biennial participation in the national assessment of educational progress in mathematics and reading in grades four and eight.	National Assessment of Educational Progress (NAEP)
The assessment described in 4 AAC 34.055 to measure English language proficiency.	Assessing Comprehension and Communication in English State-to-State for English Language Learners (ACCESS for ELLs)
The assessment described in 4 AAC 06.717 to measure a student's level of preparedness to make the transition to work or college.	College and Career Readiness Assessments – ACT, SAT, and WorkKeys
4 AAC 06.712	
A developmental profile for each student entering kindergarten or first grade.	The Developmental Profile (DP)

Roles and Responsibilities of District Employees

Effective administration of the statewide assessments depends upon each district determining which district staff will participate at each level of responsibility (see figure 1). District employees at all five levels of involvement are responsible for ensuring fair and secure testing practices, ensuring that all students have the opportunity to demonstrate their knowledge, skills and abilities, as measured on the assessment.

Level 1
District-wide
District Test Coordinator

Level 2
District-wide
Lead Coordinators
Technology Director

Level 3
Site
Associate Test Coordinator, Site Supervisor, Site Coordinator, Qualified Mentor-Trainer

Level 4
Classroom
Test Administrator, Proctor, Room Supervisor, Qualified Assessor

Level 5
Support
Any district employee who comes into contact with testing materials

Each district must designate one employee as the District Test Coordinator (DTC). The DTC will provide oversight for <u>all</u> statewide assessments. This oversight includes implementation of an effective and secure materials management system, training of all employees, guaranteeing that students receive allowed accommodations, and the management of resources required for testing. These individuals need sponsorship from the superintendent in order to implement an effective district-wide assessment system. DTCs may delegate district-wide management of portions of this system to Lead Coordinators. At the site level, Associate Test Coordinators (ATCs) ensure secure testing practices in each classroom and manage materials for their location; they may also provide training at the site level.

> **Alaska regulation 4 AAC 06.761(c) Each district shall designate an employee of the district as the district test coordinator. In districts with two or more school test centers, the district shall designate an on-site associate test coordinator for each center. The district test coordinator or associate test coordinator shall assign as many test administrators or proctors to each school test center as necessary to ensure adequate supervision or monitoring of students taking the assessment. Each test coordinator, associate test coordinator, proctor, and test administrator must execute an agreement, on a form provided by the department, affirming that the test procedures of the department and test publisher will be followed.**

Technology Directors, or district employees who complete the tasks that are associated with the title of "technology director," provide essential support to the District Test Coordinator in the implementation

and administration of computer-based assessments. Technology Directors have access to the computer-based test items and the student data associated with the assessments. Therefore, all district employees completing the technology support tasks for assessments must read and sign a level 2 Test Security Agreement at the beginning of the school year or prior to beginning this work.

Alaska Department of Education & Early Development

Guide for Testing Personnel

All test security and test administration regulations apply to both paper/pencil assessments and computer-based assessments. Terms such as "materials" apply broadly to both paper test booklets and the computer-based assessment stored in a local caching server or transmitted via a test engine. District test coordinators and site test coordinators must provide training and support in the proper, secure administration of each assessment in order to ensure that district employees participating in the testing understand their responsibilities in the context of the assessment they are administering.

TSA for Level 1-3 District & Site Level Oversight		
NOTE: All sections of the first 3 pages of the TSA apply to all personnel with district or school level oversight of required state assessments. This includes: - Testing Role - Testing Location - Testing Personnel	- Training for Testing Personnel - Test Materials Security - Data and Test Results	Secure Testing Practices Accommodations
Testing Personnel	**Required Sections**	**Notes**
LEVEL 1 District Test Coordinator	ALL sections + Superintendent Signature	DTC's must sign all sections even when there is a Lead Coordinator overseeing the assessment. If an assessment is not administered in a district because there are no students for that assessment, that section must still be signed by the DTC.
LEVEL 2 ELP Lead Coordinator	Pages 1-4, all sections Page 5 ELP Assessment Page 7, Assurances	District-wide Level Oversight
LEVEL 2 Alternate Assessment Lead Mentor Trainer	Pages 1-4, all sections Page 6 Alternate Assessment Page 7, Assurances	District-wide Level Oversight
LEVEL 2 Developmental Profile Lead Coordinator	Pages 1-4, all sections Page 7, Assurances	District-wide Level Oversight
LEVEL 2 WorkKeys Lead Coordinator	Pages 1-4, all sections Page 5 CCRA Page 7, Assurances	District-wide Level Oversight

SAT/ACT SAT School Test Coordinator and Backup Test Coordinator.	Pages 1-4, all sections Page 5 • CCRA Page 6, Assurances	District-wide Level Oversight
LEVEL 2 Technology Director	Page 1-3, all sections Page 7, Assurances	District-wide Level Oversight
LEVEL 3 ELP Site Coordinator	Page 1-3, all sections Page 5 • ELP Assessment Page 7, Assurances	Site Level Oversight
LEVEL 3 Alternate Assessment Qualified Mentor Trainer	Pages 1-4, all sections Page 6 • Alternate Assessment Page 7, Assurances	Site Level Oversight
LEVEL 3 WorkKeys Test Supervisor WorkKeys Backup Test Supervisor WorkKeys Test Accommodations Coordinator	Pages 1-4, all sections Page 5 • CCRA Page 7, Assurances	Site Level Oversight
LEVEL 3 ACT and/or SAT School Test Coordinator and Backup Test Coordinator SAT Registration Coordinator Counselor Online Course Counselor	Pages 1-4, all sections Page 5 • CCRA Page 7, Assurances	Site Level Oversight

TSA for Level 4 Classroom Test Administrators

Testing Personnel	Required Sections	Notes
LEVEL 4 ELP Test Administrator	Page 1-3, all sections Page 4 • Data and Test Results • ELP Assessment Page 6, Assurances	Classroom Level Oversight
LEVEL 4 Alternate Assessment Qualified Assessor/Test Administrator	Page 1-3, all sections Page 4 • Data and Test Results Page 5 • Alternate Assessment Page 6, Assurances	Classroom Level Oversight
LEVEL 4 AMP Test Administrator	Page 1-3, all sections Page 4 • Data and Test Results Page 6, Assurances	Classroom Level Oversight
LEVEL 4 WorkKeys Room Supervisor WorkKeys Proctor	Page 1-3, all sections Page 4 • Data and Test Results • WorkKeys Page 6, Assurances	Classroom Level Oversight
LEVEL 4 ACT Room Supervisor ACT Proctor	Page 1-3, all sections Page 4 • Data and Test Results Page 6, Assurances	Classroom Level Oversight
LEVEL 4 SAT Test Day Staff SAT Proctor	Page 1-3, all sections Page 4 • Data and Test Results Page 6, Assurances	Classroom Level Oversight

TSA for Level 5 Test Administration and Technology Support

Testing Personnel	Required Sections	Notes
LEVEL 5	All Sections	

For more information, contact the Alaska Department of Education & Early Development Assessments Administrator, Elizabeth Davis, (907) 465-8431 or elizabeth.davis@alaska.gov